

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)
HUD-40119**

A. General Information

Grantee Name	City of Chula Vista
Name of Entity or Department Administering Funds	City of Chula Vista Redevelopment and Housing
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Jose Dorado
Title	Project Coordinator II
Address Line 1	276 4 th Avenue
Address Line 2	
City, State, Zip Code	Chula Vista, CA 91910
Telephone	619-476-5375
Fax	619-585-5698
Email Address	jdorado@ci.chula-vista.ca.us
Authorized Official (if different from Contact Person)	James D. Sandoval
Title	City Manager
Address Line 1	276 4 th Avenue
Address Line 2	
City, State, Zip Code	Chula Vista, CA 91910
Telephone	619-691-5031
Fax	619-409-5844
Email Address	jsandoval@ci.chula-vista.ca.us
Web Address where this Form is Posted	http://www.chulavistaca.gov/City_Services/Development_Services/RedevHousing/Housing/default.asp
Amount Grantee is Eligible to Receive*	\$ 819,738
Amount Grantee is Requesting	\$ 819,738

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: Consistent with our Citizen Participation Plan, City of Chula is undertaking several activities to provide reasonable notice and an opportunity to comment on this proposed substantial amendment to the 2008/2009 Action Plan. In preparation of the substantial amendment, the City attended, facilitated, and/or held several meetings (described below). With the input and comments received, the substantial amendment in draft form, will be posted on the City's website and a notice published in Star News to start the 12-day public comment period.

Date	Meeting
2/26	Homeless Prevention Funds Planning Group
3/12	Homeless Prevention Funds Planning Group
3/23	Stimulus Funding Workshop
3/23	Stimulus Funding Workshop
3/26	Homeless Prevention Funds Planning Group
3/26	SANDAG- Homeless Prevention Funds Regional Plan
4/2	Homeless Prevention Funds Planning Group
4/6	South Bay Homeless Advocacy Coalition
4/13	Homeless Prevention Funds Planning Group
4/16	Housing Advisory Commission
04/20	Public Notice of Review Period and Notice of Public Hearing
04/24 – 05/06	Public Review Period
05/05	City Council Public Hearing

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☒ Grantee did not receive public comments.
☐ Grantee received and accepted all public comments.
☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: No public comments were received.

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☐ Competitive Process

☐ Formula Allocation

☒ Other (Specify: Subgrant to the Continuum of Care lead agency for the south bay region, South Bay Community Services (SBCS) and the lead agency/ies for Service Point, the regional Homeless Management Information System (HMIS).

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Chula Vista intends to subgrant HPRP funds to outside agencies to deliver services under this program. : South Bay Community Services will be responsible for overseeing service delivery and providing direct financial housing assistance. The lead agency/ies as determined by the Regional Continuum of Care for HMIS will be responsible for the data collection/analysis component. SBCS is an active member of the Regional Continuum of Care (CoC) and familiar with the community, as the CoC lead agency for the south bay region. Once the grant agreement is signed with HUD, the City will enter into agreements with the outside agencies. The City has already been engaged in several planning and coordination meetings (see B.1 above) to ensure the program will be implemented shortly after the grant agreement is signed by HUD and the City. Once the substantial amendment is submitted to HUD, the City will coordinate subgrantee responsibilities and reporting requirements in compliance with the ARRA and HPRP.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: As described in #2 above, the City will enter into agreements for the activities described in C.2 above. The City will encourage SBCS to enter into Memorandums of Understandings with collaborating agencies to better identify available resources and responsibilities. In addition, the City, is considering collaborating with other San Diego area agencies receiving HPRP assistance with the HMIS data collection

and evaluation services with the Service Point lead agency/ies to encourage a regional approach and avoid duplication of effort.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: The City's Housing division will administer the HPRP program, overseeing and monitoring the use of funds by outside agencies. Program planning was initiated in March and staff will continue coordinating activities over the next several months so that implementation of program activities may begin as soon as possible after execution of the grant agreement with HUD, which is anticipated in September. Planning will include reviewing local and national homeless prevention and rapid re-housing strategies and models, and consistency with CoC prevention strategies and federal requirements. In consultation with the subrecipients receiving HPRP funds, the CoC and the South Bay Homeless Advocacy Coalition, City staff will help develop the initial screening and intake process and forms, outreach plan, referral processes, and program timeliness and benchmarks consistent with HPRP requirements and performance outcomes. The staff lead will ensure timely submission of quarterly and annual reports, monitor and evaluate HMIS data, provide program technical assistance and compliance with HPRP implementing regulations, the ARRA, and other federal regulations. The staff lead will also continue to receive updated information using HUD's HRE website, available HUD trainings and web casts and information from National Council to End Homelessness.

The staff lead will closely monitor the subrecipients to ensure that services are being provided effectively and efficiently. The staff lead will directly monitor compliance with all the four eligible activities, and confer with the Housing Manager and finance staff on administrative activities. The lead staff will closely monitor HUD timelines to meet expenditure and programmatic requirements and will confer with other staff as appropriate to ensure program success. In addition, lead staff will monitor the subrecipient agreements scope of work including reviewing performance measurements and outcomes consistent with HPRP and ARRA program regulations.

The lead staff, prior to commencement of program activities, may provide subrecipient training session(s) as needed during implementation of HPRP activities. As soon as the grant agreement with HUD is executed, which is anticipated in September 2009, the staff lead will provide on going guidance as need to implement the program.

There is a regional effort to work with the HMIS lead agency/ies for the local region. Program delivery staff will enter the data into HMIS, which will provide timely access to data for reporting and evaluation. Staff from the City SBCS and HMIS will work closely to ensure accuracy of data needed to meet the HPRP reporting requirements and will continue to do so during the HPRP grant period.

The Housing Manager will meet on a regular basis with the team to oversee and monitor administration of these funds, program implementation, program evaluation and performance, and compliance with federal requirements. The City will have internal controls in place to separately track and report on funds and activities per HPRP and federal requirements. RH staff lead and subrecipients shall follow a Code of Ethics to ensure program funds are spent on eligible activities and Conflict of Interest is avoided.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: SBCS will provide/coordinate financial assistance, housing relocation and stabilization services. They will have offices at their main location in Chula Vista, as well as the local Health and Human Services office. The HHSA office is located near public transit and clients are able to access other social services. The SBCS case manager will collaborate with local agencies that serve similar populations.

Staff will coordinate with other agencies receiving ARRA funds to become knowledgeable of assistance and eligibility requirements, and to develop a referral process that may assist HPRP program participants obtain the appropriate supportive services to assist them in achieving and maintaining housing stability. Coordination with other services funded by ARRA are detailed below:

A. U.S. Department of Education-Chula Vista Elementary School District- The Chula Vista Community Collaborative (CCVC) manages 4 family resource centers that will be refer clients to the lead agency.

B. Department of Labor- The case manager will work together with the job coaches located at the South Bay Career Center.

C. Department of Homeland Security- The case manager will refer clients to access rental assistance programs offered by the office of Federal Emergency Management Agency.

D. Health and Human Services- The case manager will work together with HHSA to determine eligibility for social services.

As more information becomes available regarding the use of these funds locally, staff will continue its efforts to determine whether participants may benefit through coordination of services and establish a process for connecting participants to ARRA funded services.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: Collaboration began with several regional meetings, including the CoC, sponsored by San Diego Grantmakers in March and into April (described in B.1 above). All direct entitlement grantees were provided an overview of the HPRP notice, provided a venue for questions and answers, and discussed the options for administering the program. Staff will continue to attend coordination meetings with the other jurisdictions on strategies for an effective program. Coordination will include planning and process for coordinating existing prevention and rapid re-housing activities that are implemented in the community.

The City, will also collaborate with its subrecipients who are active members of the CoC and South Bay Homeless Advocacy Coalition (SBHAC), a regional collaborative that meets regularly to address homelessness. City staff and the SBHAC have a long history of collaboration on homeless issues including the development of transitional housing and a tenant-based rental assistance program. Staff has also met with staff responsible for the San Diego PTECH to obtain feedback on the City's HPRP activities and recommended funding levels.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response: The City of Chula Vista 2005-2010 Consolidated Plan (Plan) identifies needs and strategies for assisting persons who are homeless or at risk of homelessness to achieve housing stability through mainstream resources. HPRP funds will be used to address these needs and help meet the current five-year strategies and objectives.

The Plan identifies the need to expand housing and provide stabilization and other case management services to help the homeless persons access and sustain housing. HPRP funds will be used to address these needs by providing financial assistance, and housing relocation and stabilization services for homeless persons, which may include: short and medium-term rental assistance, security deposits, utility deposits, utility payments, and moving cost assistance. Case management services may provide housing relocation and resources. These services are consistent with the City's Consolidated Plan.

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$478,325	\$75,000.00	\$553,325
Housing Relocation and Stabilization Services ²	\$159,441	\$25,000.00	\$184,441
Subtotal (add previous two rows)	\$637,766.00	\$100,000.00	\$737,766.00

Data Collection and Evaluation ³	\$40,986
Administration (up to 5% of allocation)	\$40,986
Total HPRP Amount Budgeted⁴	\$819,738

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

James D. Sandoval

Date

City Manager